

MEMORANDUM FOR: Chief, Economic Research Area, ORR
Chief, Geographic Research Area, ORR
Chief, [REDACTED] 25X1B4d
Chief, Publications Staff, ORR
Chief, Intelligence Information Staff, ORR
Executive Secretary, EIC Secretariat

SUBJECT: 1960 Budget Briefing Paper

1. Each year the Office is required to prepare a briefing paper to assist the DD/I in his defense of our budget before representatives of the Bureau of the Budget and members of the Appropriations Committee of the House of Representatives. The briefing paper to be prepared at this time will be used in support of our FY 1962 budget requirements, and will refer in large part to developments during calendar year 1960, but will also include a discussion of important new developments which are anticipated for 1961.

2. It is requested that you revise that portion of the 1959 Briefing Paper pertaining to responsibilities in your area. The 1959 Briefing Paper should be followed closely with respect to format and, where appropriate, identical wording may be used in the current presentation. As in the 1959 Briefing Paper, ORR activities should be linked, insofar as possible, to important recent developments in the Bloc.

3. Information for Tabs A through D should be provided as follows:

a. The Publications Staff is requested to provide current information for Tab A, 1960 Plaudits.

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b. The Economic Research Area, Geographic Research Area, [REDACTED] and the Economic Intelligence Committee Secretariat are requested to provide information for Tab B, Tables 1 and 3. Such information should be coordinated with the Publications Staff.

c. The Geographic Research Area is requested to provide information for Tab B, Tables 2, 4, and 5.

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d. The Economic Research Area is requested to provide information for Tab C, Tables 1 and 2.

e. Each addressee is requested to provide current highlight statements or examples of important accomplishments during 1960 for Tab D. In general, these statements should be one or two paragraphs and not longer than one page in length.

All statistics should cover calendar year 1960, and status reports should be as of 31 December 1960.

4. Attached for your information and guidance is a copy of the 1959 Briefing Paper. The narrative material requested in paragraphs 2 and 3 above should be double spaced, and all contributions to the 1960 Briefing Paper submitted in an original and one copy to the undersigned no later than c.o.b. 6 January 1961.

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Acting Chief, Administrative Staff, ORR

Attachment:
1959 Briefing Paper

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments